

MINUTES
New Castle City Planning Commission Parking Study Sub-Committee Meeting
September 26, 2013 – 4 p.m.
City of New Castle Town Hall

Members Present: Dr. Joanne Viola, Chair
Lt. Adam Brams
Andrew Hayes
Gail Seitz
Albert Vannucci

Members Absent: Jonathan Justice
Heather Dunigan, WILMAPCO
Susan Marinelli
Jim Vincent

Dr Viola called the meeting to order at 4:10 p.m.

Approval of the Minutes – A motion was made and seconded to approve the minutes of the 6/13/13 meeting. Motion approved.

Communications – None.

OLD BUSINESS

Review of Short-Term & Mid-Range Path Forward – City Council will address the progress report at its 10/9/13 meeting.

Lt. Brams informed that a traffic officer looked over the City's faded yellow curbs and signage that is missing or wording that is incorrect. Issues related to signage include loitering, traffic flow, and safety. There are ample handicapped spaces but many need to be repainted. Mr. Vannucci will look into which spaces are active. Active handicap spaces should have signs posted.

Lt. Brams said the City will be meeting on Friday, 9/27/13, with DelDOT officials, County crossing guards, and Family Foundations to discuss traffic problems generated in the morning and afternoon.

Mr. Hayes made a motion to take recommendations for curb and signage compiled by Lt. Brams to ensure the safety of City streets as it pertains to parking and one-way streets to City Council and the Public Works Department. Ms. Seitz seconded. Motion carried.

Public discussions and the survey revealed the need for people to be more courteous. The *New Castle Crier* offers a 'code enforcement corner' once a month that could be used to send this message.

Additional off-street parking and assembly permit revision – The Trustees of the New Castle Common have taken over the upkeep of the park and have developed a vision statement (multi-year) for the park. They are working on taking back responsibility for assembly permits via the Battery Park Committee. An events request form will include items like insurance, size of event, and fees based on size of the event. Recommendations

for special events are being developed. Event guidelines for parking are planned and Dr. Viola suggested the subcommittee review same.

The parking subcommittee will make recommendations for a shuttle bus, shuttle bus recommendations, and bus parking be included in the guidelines. The Battery Park Committee has indicated they have no plans to expand or improve any parking lots. The subcommittee can revisit this subject later if warranted.

Mr. Vannucci reported the City will maintain the Banks Building. A contractor will lift the building, pour concrete, level it off, and fix the interior of the building.

Way Finding and Signage Update – Dr. Viola reported Battery Park rules are being re-written to address sign pollution. Efforts will be coordinated with the wharf and Third Street Park.

Event parking outside the City – Temporary parking signage and electronic sign boards are used.

Long-range plans – Using a hand out, Mr. Hayes talked about mixed-use properties on Delaware Street from The Strand to Fifth Street. The document shows various uses, and breaks into one hour blocks of time during the day to determine peak conflicts. The analysis is based on all businesses and stores being occupied, though that is not the case at present. Peak usage in a mixed use area is typically 10 a.m. to 2 p.m. Once the analysis is completed it will show problems such as employee and business parking issues. The parking lot by the boat ramp (west end of Third Street) will be closed soon for the purpose of dike construction. Mr. Hayes will supplement the analysis with remaining areas of the City outside the center.

Permits – Ms. Seitz will report to the subcommittee in November.

Next Meeting – The next subcommittee meeting is scheduled for 10/24/13, 4 p.m. There being no further business to discuss the meeting was adjourned at 5 p.m.

Debbie Turner

(Stenographer not present at meeting; minutes prepared from recording.)